

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 13 - 42**

**OPEN TO:** All Interested Candidates

**POSITION:** Mail Clerk/Expeditor, FSN-5; FP-9\*

**OPENING DATE:** April 18, 2013

**CLOSING DATE:** April 24, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-9)  
\*Ordinarily Resident: JD 6,764 p.a. + Allowances and Benefits  
(Position Grade: FSN-5)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual for the position of Mail Clerk in the Mailroom section.

## **BASIC FUNCTION OF POSITION**

Incumbent is responsible for segregates and prepares local outgoing correspondence for delivery. Use good judgment in determining routes to accomplish deliveries in timely manner, driving duties as assigned. Responsible for the accurate and prompt distribution of all local, Diplomat Post Office (DPO) and Diplomatic Pouch and Mail Packages and letter mail. Responsible for express packages and mail, inter office correspondence as well as distribution of daily newspapers, ensure quality and timely reproduction work requests and insures that they are completed in a timely and highly professional manner. Responsible for preparation, dispatching, receiving and distribution of all unclassified DPM and DPO mail.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of Secondary School is required **Supporting documentation (i.e. Tawjihi's certificate) must be included in the application for eligibility purposes.**  
**يجب إرفاق صورة شهادة الدراسة المطلوبة مع طلب التوظيف.**
2. Two years experience in administrative/clerical work is required.
3. Level 3 in English and level 4 in Arabic languages is required, English proficiency will be tested. A score of 605 on the TOEIC exam or 434 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
4. Must be able to operate reproduction equipment and possess good computer skills.
5. Must have a valid level 3 driver's license with a safe driving record and the ability to obtain a driving license level 4 and 5 in the future. **Copy of the driving license must be included in the application for eligibility purposes** **يجب إرفاق صورة عن رخصة السوافة**
6. Must be able to lift 70 pound mail bags.

## SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174, or Application for Employment Form);  
or
2. A current resume or curriculum vitae that provides the same information as an DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>

## **SUBMIT APPLICATION TO**

Human Resources Office  
Room: 153, Ext. 6508  
PO Box 354  
Amman, Jordan 11118

Applications can also be submitted electronically through  
**AmmanEmployment@state.gov**

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign

Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: April 24, 2012**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.